

# Librarian

The Librarian reports to the Senior Patrol Leader (SPL) or an Assistant Senior Patrol Leader (ASPL) and performs the following duties:



1. Assist with the preceding Librarians end of term inventory.
2. Be available to check-out Merit Badge Books or other materials during the libraries open time. The Libraries open periods will be 15 minutes before a troop meeting until end of Patrol time (approx. 7:20 pm.) and again for 15 minutes after each meeting.
3. Materials will be checked out or checked in by the Librarian or his designated replacement if he is unable to attend a meeting. This replacement will usually be an Assistant Senior Patrol Leader who has held the position before but may be another scout who has knowledge of the library. No one else is authorized to checkout or check-in materials.
4. Materials are allowed to be checked-out for a period of three weeks. The Librarian is to monitor the checkout cards weekly and contact any scout or adult who is approaching or has exceeded the allotted time span.
5. The Librarian is responsible to keep the Merit Badge Book cabinet and the shelves allotted for his use neat and tidy. There is no excuse for Merit Badge Books to be anywhere but in the file cabinet.
6. The Librarian will perform an end-of-term inventory with his replacement to determine what materials are missing, out-of-date or are damaged to the point of needing replacement. He will also at this time make suggestions for purchase of items requested but not in the troop inventory. He will also make suggestions for the retirement of material no longer needed.
7. Materials the Librarian is responsible for include:
  - a. Merit Badge Books
  - b. Training Manuals, both adult leader and youth leader
  - c. Video Tapes and DVD's
  - d. Menu planners, cook books and recipe guides
  - e. Program planners and aids to program planning
  - f. Maps and Guide Books
8. The Librarian will keep and update a list of all materials in his care with notations on where they are located (e.g. shelf, cabinet drawer (drawer # to be noted), etc.).
9. Lives by the Scout Oath, the Scout Law and shows Scout Spirit.
10. Enthusiastically and correctly wears the Scout uniform.
11. Sets a good example for others.
12. Assists in training his replacement.

This position can be used to satisfy Position of Responsibility requirements for Star, Life and Eagle.

Qualifications:

1. Has attained the rank of Tenderfoot
2. Active in the troop for at least 6 months
3. Has not previously held this position for 2 terms
4. Appointed by the SPL